

# ***Job Applicant Website***

## **General Information:**

**Acceptance of Information:** All information must be received by 12:00 midnight Eastern Time on the closing date of this announcement. Applicants must meet all qualification requirements and/or time-in-grade by the closing date of this announcement.

**Alternate Methods of Application:** If you do not have access to the internet, please contact the Human Resources Specialist listed on this vacancy announcement for alternate methods of application.

**Citizenship:** Applications will be accepted only from United States citizens.

**Complete Resume:** If you use the automated Resume Builder template on the OPM USAJOBS website and complete all required fields, your resume will provide the minimum information necessary to be considered a complete resume. If you develop a resume using any other process or format, you must provide the information as outlined in Optional Form 510. This information includes the following:

Full Name

Mailing Address

Day and Evening Telephone Numbers (With area code)

Education - (Some jobs may require specific coursework. Questions related to required coursework will be included in the vacancy announcement.)

*High School* - Name, City, State, Date of diploma or GED

*College/University* - Name, City, State; Major(s); Type and year of any degrees received; Total credits earned and indicate whether credits were for semester or quarter hours. (Note: You may be asked to submit a copy of your college transcript prior to interview and selection if the position you apply for requires proof of education.)

*Vocational/Trade/Business or Technical School* - Name, City, State, Date of certificate or graduation.

Work Experience - (Include paid and nonpaid job-related work experience. List your most recent job or jobs first and work back.)

Job title and grade level if Federal employment

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours worked per week

Salary

Other Qualifications: Include job-related training; job-related skills; job-related honors, awards, special accomplishments, and publications; memberships in professional or honor societies; leadership activities; and performance awards.

**Consideration of Department of Commerce Employees:** For any vacancy, employees of the Department of Commerce (DOC) may be considered before all other applicants except well-qualified DOC CTAP eligibles.

**Consideration of NOAA Employees:** If no well-qualified DOC CTAP eligibles apply for this vacancy, first consideration may be given to permanent NOAA employees with competitive status.

**Definition of Status:** “Status” refers to candidates who are eligible for noncompetitive movement within the competitive civil service either because they are now or once were serving under career-type appointments in the competitive service.

**Education Requirements:** Degrees must be from a US college, university, or other educational institution that has been accredited by one of the accrediting agencies or associations recognized by the US Department of Education. To receive credit for education completed at a foreign institution of higher learning, you must show proof that your educational credentials have been reviewed by a private organization that specializes in the evaluation of foreign credentials and have been deemed comparable to those expected of a candidate with US credentials.

Any applicant falsely claiming an academic degree from an accredited school will be subject to actions ranging from disqualification from federal employment to removal from federal service.

**Faxed Information:** Copies of any additional documentation requested in announcement must be faxed to the number shown on the fax cover sheet downloadable from this site. Each document, e.g., SF-50, DD-214, college transcript, professional certification, etc., requires a separate coversheet to ensure that it is received and processed correctly.

**Notices of Receipt/Status/Results:** Applicants will receive immediate electronic notification upon submission that an application has been received by the automated system. No other notice of receipt will be issued. Applicants may check the status of applications by accessing the USAJOBS website at: <http://www.usajobs.opm.gov/>. Click on the MY USAJOBS tab and enter your User Name and Password. Next, click on “Track your online job applications” in the section above My Resumes to reach the USAJOBS Online Application History screen. Locate the appropriate announcement/position and click on the “More Information” link. From the Welcome page, select the radio button for “View Detailed Status of applications with this agency,” and click the continue button. On the “Current Applicant Status” page, you will be able to view the vacancy status and any additional information in the “Comments” section. Applicants will be notified of the outcome of the announcement ONLY if selected.

**Qualifications Requirements:** Qualification requirements in the vacancy announcements are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal qualification standards. This handbook is available on the Office of Personnel Management's website located at <http://www.opm.gov/qualifications>. Applicants must meet all qualification requirements and/or time-in-grade by the closing date of this announcement.

**Recommendations:** Agencies are barred from accepting or considering recommendations for employment from political officials, and are required to return prohibited political recommendations with reference to statutory prohibition. Such officials may supply a statement which relates "solely to the character and residence" of the individual.

**Selective Service Requirements:** Male applicants born after December 31, 1959 must be registered with the Selective Service System or have an exemption. If selected, confirmation of registration status is required.

**Salaries:** Salaries shown in vacancy announcements include locality pay. Applicants interested in relocating to a different geographic location should be aware that salary is subject to change.

## **Veterans Information:**

If you are claiming veteran's preference, you must include information regarding military service in the application. You must have been discharged or released from active duty in the Armed Forces under honorable conditions (i.e., with an honorable or general discharge) to receive preference.

- To receive 5-point veterans' preference, submit a copy of Part 4 of your DD-214. Your DD-214 must show the following service:
  - During the period December 7, 1941 through July 1, 1955; **or**
  - For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; **or**
  - During the Gulf War from August 2, 1990, through January 2, 1992; **or**
  - For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; **or**
  - In a campaign or expedition for which an expeditionary or campaign medal has been authorized, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.

- To receive 10-point veteran's preference for a service connected disability you **MUST** submit an SF-15, "Application for 10-Point Veterans' Preference" and documentary proof from the appropriate branch of the Armed Forces or the Veterans Administration, as well as a copy of your DD-214. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-

point veteran's preference assuming they meet the basic veteran's preference requirements and submit the appropriate proof of military service.

You must submit your proof of eligibility for veteran's preference prior to the closing date of this announcement.

## **CTAP/ICTAP Information:**

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special selection priority rights under the CTAP or the ICTAP must be well qualified for the position. To be considered well qualified, applicants must meet all qualification requirements for the position and when evaluated against the knowledge, skills and abilities (KSAs) for the position, must be excluded from the minimally qualified category of applicants.

**CTAP:** To receive this priority consideration you must:

1. Be a current Department of Commerce career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed, and you are still on the rolls of Department of Commerce. You must submit a copy of the RIF separation notice or CES.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent.
4. File your application and supporting documents by the vacancy announcement closing date and meet all the application criteria.
5. Be rated well qualified for the position.

**ICTAP:** To receive this priority consideration you must:

1. Be a displaced Federal employee. You **MUST** submit a copy of the appropriate documentation such as a RIF separation notice, a letter from OPM or your agency documenting your priority consideration. The following categories of candidates are considered displaced employees:
  - a. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    - i. Received a specific RIF separation notice; or
    - ii. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    - iii. Retired with a disability and whose disability annuity has been or is being terminated; or

- iv. Upon receipt of a RIF separation notice, retired on the effective date of the RIF; and can submit a Standard Form 50 that indicates "Retirement in lieu of RIF";
  - v. Retired under the discontinued service retirement option; or
  - vi. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. OR
- b. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of title 5 United States Code.
- 2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
  - 3. Have a current (or last) performance rating of record of at least fully successful or equivalent. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.) A copy of this current performance rating **MUST** be submitted along with your ICTAP proof of eligibility.
  - 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  - 5. File your application and supporting documents by the vacancy announcement closing date and meet all the application criteria.
  - 6. Be rated well qualified for the position.

**If you are applying under CTAP or ICTAP, please fax a copy of your SF-50 and your RIF Notice dated within one year of the date of this announcement. Each document must be faxed separately with a separate coversheet to ensure that it is processed correctly. See "Faxed Information" section above.**

## **Benefits:**

As a permanent Federal employee, you are eligible for benefits such as:

- Health insurance
- Long-term care insurance
- Life insurance
- Comprehensive retirement benefits
- A tax-deferred Thrift Savings Plan (401K)
- Annual and sick leave
- Paid holidays
- Flexible Spending Account
- Other benefits, which may include flexible work schedules, telecommuting, transportation subsidy, overtime/compensatory time, and more.

## **Reasonable Accommodation:**

The Department of Commerce provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources Office listed below. The decision on granting reasonable accommodation will be on a case-by-case basis.

## **Privacy Act:**

Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

## **Equal Employment Opportunity:**

The Department of Commerce is an Equal Employment Opportunity employer.

The Department of Commerce does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.